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Chief, Placement Section, Personnel Division

20 February 1947

Chief, [REDACTED]

Qualifications of analyst positions in [REDACTED] Special Reports Division.

REFERENCE: Memorandum for Executive to Director from Chief, ICAPS, subject: Establishment of Special Reports Division in [REDACTED] dated 8 January 1947.

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1. In connection with the above reference, I am listing below the general qualifications desired by [REDACTED] for incumbents in the analyst positions that will be established.

a. Acting Chief, P-6

Research training; broad knowledge of international affairs; ability to administer a small staff and provide research guidance; ability to handle direct operating liaison with research staffs who would assist in the designing of special reports; ability to formulate and carry through a research project of considerable complexity.

b. Analysts, P-5 and P-4

Research training, specific knowledge of international affairs in particular areas (especially Russia, Eastern Europe, Middle East and China); writing ability and capacity to carry out with a minimum of supervision specific research projects.

c. Analysts, P-3

Good general background in the field of international affairs, plus research training.

2. After you have had an opportunity to review the possible candidates in your files, we would like to meet with you and review their qualifications together with possible candidates whom we have interviewed.

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Chief, [REDACTED]

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OO, [REDACTED]

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